

**DUTY STATEMENT**  
**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**  
**VETERANS HOME OF CALIFORNIA – YOUNTVILLE**

<b>Position No: 573-380-7982-006</b>		<b>Date:</b>
<b>Class: Pharmacist I</b>		<b>Name:</b>
Under the direction of the Pharmacist II, the Pharmacist I will perform professional pharmaceutical duties including supervising the work of Pharmacy Technicians, and oversee activities of ancillary workers in the Pharmacy. Provider must be linked, through their National Provider Identifier (NPI) number, to their facility for Medicare, MediCal / DentiCal, and all other applicable insurance vendors.		
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>	
30%	Receive and prioritize medication orders. Review new and ongoing therapy for appropriate indications, dosing drug interactions, redundant therapy, formulary compliance, cost-effectiveness, lab review and other clinical notes, and regulatory compliance.	
20%	Check medications dispensed and orders entered by technicians. Maintain appropriate stock of medications and supplies, in keeping with cost-effective inventory practices and regulatory compliance, including controlled drugs.	
15%	Review dispensing records in the licensed clinic and supply guidance to nurses and physicians for the safety of patients, and for regulatory requirements.	
10%	Oversee computer entries of medication orders, management of batches, and shipping to various areas.	
10%	Engage in telephone and direct interactions with nurses, doctors, and patients, including answering drug information questions, and providing patient consultation as required by regulations.	
5%	Provider will complete appropriate charge slips for all resident visits in order for Veterans Homes to be reimbursed for services provided.	
5%	Supervise the work Pharmacy Technicians and ancillary workers.	
<b>NON-ESSENTIAL FUNCTIONS</b>		
5%	Perform other related duties as assigned.	

Revised: 6/19/2018

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<b>Class: Pharmacist I</b>		<b>Name:</b>			
<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
<b>VISION:</b> View computer screen; read Physician orders, patient RX labels, manufacturer medication labels, patient information.					X
<b>HEARING:</b> Answer telephone; communicate with department managers, department staff; listen to residents, physicians, nurses and technicians.					X
<b>SPEAKING:</b> Communicate with physicians, nurses, technicians and residents both in person and via telephone; interact in meetings.					X
<b>WALKING:</b> Within the home to various units.					X
<b>SITTING:</b> Work station; meetings; training.				X	
<b>STANDING:</b> Fill and check prescriptions; review records.					X
<b>BALANCING:</b>		X			
<b>CONCENTRATING:</b> Determine needs of inquiries and provide correct information; make sure physicians' orders are complete and correct therapy for conditions; check accuracy of technician computer input of medication order and subsequent filling of prescription; chart reviews.					X
<b>COMPREHENSION:</b> Understand questions posed by technicians, nurses and physicians; drug information, disease states, lab results at a professional level; laws rules, regulations, policies and procedures; content of meetings, trainings and work discussion.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules and processes with minimal guidance.					X
<b>LIFTING UP TO 10 LBS:</b>					X
<b>LIFTING 10- 25 LBS:</b>		X			
<b>LIFTING 25-50 LBS:</b>		X			
<b>FINGERING:</b> Push telephone buttons; computer keyboard, copier and fax machine.					X
<b>REACHING:</b> Answer telephone; use a mouse; retrieve documents from printer; pull medications from shelves.				X	
<b>CARRYING:</b> Transport documents, orders and medications.		X			
<b>CLIMBING:</b> Stairs, ladders, step stools.		X			
<b>BENDING AT WAIST:</b> Use copier; access low file drawers and shelves.			X		
<b>KNEELING:</b> Access low file drawers and shelves.		X			
<b>PUSHING OR PULLING:</b> Cart; open and close file drawers.			X		
<b>HANDLING:</b> Sort and distribute physician's orders.					X
<b>DRIVING:</b> Special events.		X			
<b>OPERATING EQUIPMENT:</b> Computer, telephone, copy machine, printer, fax machine.					X
<b>WORKING INDOORS:</b> Enclosed office environment					X
<b>WORKING OUTDOORS:</b> Special events.		X			
<b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_